

 NORFOLK Department of Police	Administrative General Order – ADM-458: Surplus and Useless Property		
	Office of Preparation: Office of Support Services (mar)		
	CALEA:		
	VLEPSC:		
LEGAL REVIEW DATE:	November 9, 2016	PRESCRIBED DATE:	November 22, 2016
City Attorney:	<i>[Signature]</i>	City Manager/Director of Public Safety:	<i>[Signature]</i>
APPROVED BY THE AUTHORITY OF THE CHIEF OF POLICE:		<i>[Signature]</i>	

Purpose:

The purpose of this order is to distribute the attached city policy and implement departmental procedures for the disposal of surplus or useless property by city departments. Property will mean any property or equipment owned by the city and inventoried by the Norfolk Police Department.

Supersedes:

1. ADM-458: Surplus and Useless Property, dated May 14, 2009
2. Any previously issued directive conflicting with this order

Order Contents:

- I. Procedure for Transferring Excess Property Within the Department
- II. Surplus Property that Cannot Be Relocated
- III. Action by Purchasing Agent

Purpose

The purpose of this order is to distribute the attached city policy and implement departmental procedures for the disposal of surplus or useless property by city departments. Property will mean any property or equipment owned by the city and inventoried by the Norfolk Police Department.

I. Procedure for Transferring Excess Property Within the Department

- A. City property which may become excess to one operating bureau, unit, or division may be relocated to another bureau, unit or division in the same department by the commanding officer of the requesting bureau, unit or division. If the commanding officer knows of another bureau, unit or division in need of surplus property which is on his inventory, transfer of this property can be accomplished by notifying the Property and Evidence Unit in writing. The notification letter will include the page and line number of the last annual inventory on which the property was listed.
- B. In other cases, the Property and Evidence Unit will be notified by letter of the available surplus property by the commanding officer who is responsible for this property. This letter will include the page and line number of the last annual inventory on which the property is listed.
- C. The Property and Evidence Unit will announce by letter to all commanding officers that the excess property is available within the department.
- D. Commanding officers wishing to obtain advertised surplus property will do so by letter to the Property and Evidence Unit.
- E. The Property and Evidence Unit will make a determination as to which claimant will receive advertised surplus property.
- F. The Property and Evidence Unit will be responsible for making appropriate changes on the department inventory.

II. Surplus Property that Cannot Be Relocated

- A. After determining that the advertised surplus property cannot be relocated within the department, the Property and Evidence Unit will forward a letter to the Chief of Police listing the page and line number of the last annual inventory on which the property is listed and the location of the property.
- B. The Chief of Police will forward the letter to the Purchasing Agent, with a copy to the Property Control Officer.
- C. The property will be retained by the reporting department until disposition instructions are provided by the Purchasing Agent.

III. Action by Purchasing Agent

- A. The Purchasing Agent will endeavor to redistribute all surplus city property.
- B. The Purchasing Agent will offer for sale all unredistributed city property reported in writing as surplus or useless.
- C. The Purchasing Agent will direct the department head to deliver surplus material for which no bids were received to the appropriate accumulation point for subsequent sale as scrap.
- D. The Purchasing Agent will direct the destruction and disposal of all non-saleable surplus and useless materials at the city landfill by the custodial department.

Attachment:

City of Norfolk Policy: Handling Surplus and Useless Property



**City of
Norfolk**

PERSONNEL ADMINISTRATIVE POLICIES MANUAL

**Policy Number
5.12**

**Date Issued
1 January 2004**

**Subject:
HANDLING
SURPLUS AND
USELESS
PROPERTY**

5.12 HANDLING SURPLUS AND USELESS PROPERTY

Section 77 of the City Charter designates the Purchasing Agent as the responsible City Official to sell all personal property of the City that may have been condemned as useless by the director of a department.

The following is intended to clarify the intent of that part of Section 77 that concerns the condemnation of City property and to provide for the reporting, holding and disposal of City property.

A. Definitions - For the purposes of this policy, the following definitions apply:

1. City property is all personal property legally received as a result of a purchase action or by donation and held in the custody of a City department.
2. Useless City property is that property which is unusable by the custodial department. It may be new and unused, obsolete or worn out, or it may be scrap metal, wood, rags or paper, but having a value to the City.
3. To sell all personal property means the disposal of useless City property by the Purchasing Agent by whatever method of sale will produce the greatest overall revenue to the City.
4. Excess property is that property which is in excess of the requirements of a City department or activity because the needs of that department or activity have changed.
5. Surplus property is that property for which no immediate or foreseeable future use within the City has been identified.

SUBJECT: Handling Surplus and
Useless Property

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B. Action by the Custodial Department:

1. City property that may become excess to one operating bureau, unit, or division may be relocated within the same department by the departmental director.
2. Endeavors to redistribute all excess or useless City property to other departments must be done by the custodial department prior to reporting this property to the Purchasing Agent. Upon agreement between the custodial and receiving departments, Fixed Asset Transfer Forms must be submitted to the Controller's Bureau in Finance by the former custodial department.
3. Excess City property not relocated within the City will be declared surplus by the Department Head in a memorandum to the Purchasing Agent. Details provided must include location of material and a description of its condition. The correspondence will also include the page and line number of the last annual inventory on which the item is listed, if applicable. Upon receipt of this letter the Purchasing Agent will take the appropriate disposal actions and notify the custodial department.
4. Useless City property also will be reported to the Purchasing Agent. The same information required for excess City property will be provided.
5. The reporting department will retain all property until the Purchasing Agent provides disposition instructions. After instructions are received the proper Fixed Asset Disposition or Transfer form must be sent to the Controller's Bureau in Finance.

C. Action by the Purchasing Agent

1. The Purchasing Agent will offer for sale all City property reported in writing as surplus and determined to have a monetary value.
2. The Purchasing Agent will direct the department head to deliver surplus material for which no bids were received to the appropriate accumulation point for subsequent sale as scrap.
3. The Purchasing Agent will direct the destruction and disposal of all unsalable surplus and useless materials at the City landfill by the custodial department.

D. Scrap Metal:

1. Scrap Metal - Water Utility Fund--Scrap metal from units supported by the Water Utility Fund is accumulated at 2000 Church Street and may be delivered as generated. The department director will periodically report this useless City property to the Purchasing Agent for sale.
2. Scrap Metal - ISF Automotive Maintenance--Scrap metal generated by the City Garage may be accumulated at the garage for subsequent reporting by the Director of Facility & Enterprise Management to the Purchasing Agent.
3. Scrap Metal - General Fund--Scrap metal from other units is accumulated at 2882 Cape Henry Avenue and may be delivered as generated. Department directors are responsible for declaring such scrap as useless to the Purchasing Agent.

E. Donations:

1. There is no legal authority for the donation of surplus or useless City property to any unit or organization not a part of the City government.

F. Special Provisions:

1. Materials which are or may be considered dangerous to the health and welfare of City employees and/or the general public will be disposed of by the custodial department in accordance with the directives of appropriate regulatory agencies after notification is made to the Purchasing Agent that the item to be disposed of is an environmental hazard.
2. City-owned materials removed from property incident to the execution of a contract, such as removal of installed equipment or replacement of water pipe, remain the property of the City and will be reported by the redistribution or disposal as useless.

G. Exception:

1. Section 33-61 of the Code of the City of Norfolk, Virginia, 1979, specifically assigns to the Chief of Police the responsibility for the sale and disposal of unclaimed property in custody of the Police. Such sale and disposal is exempt from these instructions, and shall be administered under rules established for and within the Department of Police.